



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
ELECTRONIC RECORDS MANAGEMENT

(27th May – 14th June 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

With technology advancement nowadays organizations create, store, retrieve and use records electronically. E-records management has brought challenges to the record keeper since the controls of such records dependent much on technologies. Once records are not properly managed, the organization is exposed to risk, including; stranded and accumulation of records, the unplanned destruction of records, unauthorized tampering with records and documents inaccessible records. These risks may result to the loss of valuable records, deletion of records (loss of evidence), and inefficiency in the business operations and difficulties in accessing information and records.

This course focuses on electronic records management best practices, and on e-records and documents security risks and their countermeasures. Participants will practice on Electronic Records and Documents Management System (ERDMs). And, proper management of e-records.

2.0 COURSE CONTENTS

The course will cover the following:

- a) Electronic Introduction to (ERDMs)
- b) Introduction to RM retention and disposal in an organization
- c) Regal aspects of electronic records
- d) Principles of records management
- e) Electronics resource challenges
- f) Records management standards; ISO Compliance
- g) E-records & documents security
- h) Filling and indexing of e-records
- i) Managing regal records

3.0 WHO SHOULD ATTEND?

The course is intended for Information governance professionals, Departmental managers, IT staff responsible for Records management personnel, Registry staff, Librarians Compliance officers, Human Resources officers, Archivists, Information officers, Data protection officers, Documents management officers, , Executive/Personal secretaries, Administrative staff, bankers and any other interested parties.

4.0 METHODOLOGY

The course will be achieved through discussions, case studies, and practices/exercises. Participants will receive all course materials, and at the end of the course participants will receive a certificate of completion.

5.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 3,500,000/=** (say **Three Million Five Hundred Thousand only**) to cover for training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

6.0 DATE, DURATION AND VENUE:

This course will be conducted from **27th May to 14th June 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

7.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

Course Director

Mr. Florid Mwesiga E-mail: fmwesiga@iaa.ac.tz and fgroup99@gmail.com
Cell phone: +255 713 163 770

Head of Department – Consultancy & Executive Development

Pamela Chogo E-mail: pchogo@iaa.ac.tz and pamsekela@gmail.com
Cell phone +255 655 611512 and +255759334659

Course Administrator

Ms. Caroline Lucumay E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com
Cell phone: +255 782 993 077 and +255 652 379 888

APPLY TO:

The Rector
Institute of Accountancy Arusha
P.O. BOX 2798
Arusha

E-Mail: iaa@iaa.ac.tz

Tel: + 255- 27 – 2549605/2549606/2549264/2549265

Fax: + 255 – 27 2549421